

**AMERICAN EXPRESS CORPORATE SERVICES**  
**COMMERCIAL CARD PROGRAM ADMINISTRATOR NEWSLETTER**  
**JULY - AUGUST 2004**

August 4, 2004

Looking for ways to help drive savings across your organization? Now, your Executive Corporate Cardmembers can save up to 40% on their next trip (see article below). Also, learn about the savings and benefits that can be enjoyed at various hotels and resorts. Be sure to pass along the enclosed sheet to your Cardmembers. It contains information on how they can more easily and quickly pay their Corporate Card bill. Also, make note of upcoming events and workshops designed with your daily needs in mind.

**Enjoy Airfare Savings of Up to 40% with the Executive Corporate Card**

Your company can benefit from substantial savings through The Preferred *Extras* Air Savings Program, a new benefit for Executive Corporate Cardmembers.^ This new benefit, which began on August 1, 2004, provides your company's Executive Corporate Cardmembers with access to significant pre-negotiated savings with a wide range of domestic and international air carriers. These low fares are available year round without restrictions or blackout periods, and they're offered on airlines and routes that business travelers fly the most.

This new benefit replaces the Executive Air Program, which was discontinued as of July 30, 2004. To find out if your company qualifies for the Preferred *Extras* Air Savings Program, please call 1-888-800-8564. Please note that American Express has already communicated this benefit change to all Executive Corporate Cardmembers.

**Gain Tighter Control of Meeting Expenses & Enjoy Exclusive Hotel Benefits**

The American Express® Corporate Meeting Card enables meeting planners within your organization to charge incurred expenses on one payment product, helping you simplify accounting processes and increase control. In addition, Corporate Meeting Cardmembers have access to benefits such as Meeting Exclusives†, which offers:

- A luxury suite upgrade for every 50 paid room nights in conjunction with a meeting at Hyatt Hotels and Resorts® in the United States, Canada, or the Caribbean. To learn more, call 1-800-872-3600 or visit [meetingexclusives.hyatt.com](http://meetingexclusives.hyatt.com).

**Savings Opportunities**

**Sleep easy, when you save with Starwood Hotels.**

You can save an average of 20% at Starwood Hotels and Resorts including, Westin®, Sheraton®, W Hotels®, Four Points® by Sheraton, The Luxury Collection® and St. Regis®.\* You'll receive exceptional service and with the new Sheraton Sweet Sleeper<sup>SM</sup> Bed and Westin Heavenly Bed you'll reach a whole new level of comfort.

Corporate Cardmembers can also join the exclusive Corporate Preferred level of Starwood Preferred Guest® at no additional cost, to receive amenities such as 4pm late check out and automatic room upgrades.

To start saving, simply call Starwood at 1-877-782-0047 and mention corporate account 298513 or log on to:  
[americanexpress.com/savingsatwork40](http://americanexpress.com/savingsatwork40).\*\*

- A \$2,500 credit by purchasing 500 room nights or spending \$50,000 at any Westin® Hotels and Resorts or Sheraton® Hotels and Resorts in the United States, Canada or the Caribbean. To learn more, call 1-888-201-5290.

For information on the Corporate Meeting Card, visit: [americanexpress.com/meetingsolutions](http://americanexpress.com/meetingsolutions).

## EVENTS & WORKSHOPS

### **Maximize the Tools You Use to Manage Your Corporate Card Program**

This month learn how to cancel inactive Cards, use the access key and build in approval routing when processing applications, leverage the Intranet solution, and more. On August 23rd we'll run the first of many workshops on Using Data Files, and how it can help you to meet your expense management goals. To register for any of the following events, please visit:

<http://placeware.viewcentral.com/reg/aexp/webevents1>. If you need assistance registering, please call Placeware at 1-866-493-2825.

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|-------------------------|-----------|--|
| • Aug. 9 <sup>th</sup>  | 12pm EST: | Using @ Work Program Management                          |
| • Aug. 23 <sup>rd</sup> | 12pm EST: | Using Manage Your Card Account & Standard Expense Report |
| • Aug. 23 <sup>rd</sup> | 4pm EST:  | Using Data Files   |

To get the most out of the Using Data Files Workshop, we recommend you review the Data File Toolkit, which you can request by calling the Helpdesk at 1-800-542-0995, Option 1.

If you have any questions, please contact an American Express representative at 1-888-800-8564. If your Cardmembers have questions, please refer them to the number on the back of their Card. I look forward to sharing more program information with you next month.

Sincerely,

Anré Williams  
Executive Vice President  
U.S. Commercial Card

\*Starwood: Rates may only be booked at [www.spg.com/amexmiddlemarket](http://www.spg.com/amexmiddlemarket) or by calling 1-877-782-0047. When calling hotels directly, please mention corporate account number 298513. Rates reflect discounts that may range from 10% to up to 40% off Starwood Published Corporate Rates. Rates may change at any time. Rates are subject to availability. Not to be combined with other offers or promotions. For detailed terms and conditions please visit [americanexpress.com/savingsatwork](http://americanexpress.com/savingsatwork).

\*\*To receive the savings, all purchases made through the Savings at Work program must be charged to a qualifying American Express Corporate Card or Corporate Purchasing Card. To qualify for discounts, a company must be a mid-size client of American Express in good standing. Not all companies are eligible. Participation and offers are subject to change without notice. American Express reserves the right to amend, alter, or terminate the program in its sole discretion at any time without notice. Offers from Partners are subject to the Partners' terms and conditions. The Savings at Work discounts are not combinable with any other offer, promotion, or discount. American Express, the American Express logo and [www.americanexpress.com](http://www.americanexpress.com) are registered trademarks of American Express Corporation. American Express is not liable for goods and services provided by the Partners in this program.

^Travelers will have access to discounts of 5-40% on a wide range of domestic and international airlines. Discounts are based on specific fare classes and availability at the time of booking. Usage limited to four times per year. Additional Terms and Conditions apply.

†The Corporate Meeting Card Meeting Exclusives program is subject to change. Partner offers subject to partner terms and conditions. American Express is not liable for goods or services. The program may be modified, suspended, or otherwise terminated without notice. Meeting Exclusives offer valid only when a valid American Express Corporate Meeting Card is used to pay for applicable meeting-related charges. Additional terms and conditions apply. Visit [americanexpress.com/meetingsolutions](http://americanexpress.com/meetingsolutions) for details



## CARDMEMBER NEWS

### **Save Time, Pay Your Corporate Card Bill Online**

For fast, convenient payment of your Corporate Card statement make your payment electronically, through the highly secure “Pay by PC” feature in Manage Your Card Account (MYCA). Sending payments last-minute by overnight mail can result in added expenses for your company. With “Pay by PC” you can ensure on time payment in a matter of minutes. All you need to do is enroll in MYCA (see below for details).

For additional convenience, “Pay by PC” also offers the “Schedule Payments” option, which enables you to select and schedule the date of your electronic payment, which must be in *advance* of your statement’s Payment Due Date. With this capability you’ll have peace of mind knowing that necessary funds will be available at the time of the transaction.

To enroll in MYCA\*, visit [americanexpress.com/checkyourbill](http://americanexpress.com/checkyourbill) and follow the simple MYCA enrollment instructions. If you are already enrolled in MYCA and wish to schedule a payment, simply log-in to MYCA, click the “Pay Bill” button, enter your checking account information, and select a payment date. American Express will execute the electronic payment on the date selected.

### **Use the Corporate Card at Top Brand Quick Service Restaurants Nationwide**

Whether traveling on business or ordering meals for office functions, you can now use the American Express® Corporate Card at thousands of quick service restaurant locations across the country. Locations of familiar brands that accept the Card include Long John Silver’s®, Einstein Bros. Bagels/Noah's Bagels, Pizza Hut®, and Wendy’s®.^

\*Manage Your Card Account requires a browser that supports 128-bit encryption.

^^Applies to participating locations.